

The seal of James City County is circular, featuring a ship on the water with the text "James City County" around the top and "Jamestown 1607" at the bottom. The number "212" is centered over the seal.

## **ELECTRONICS WAREHOUSE SPECIALIST**

**212**

Jamestown  
1607

**DEPARTMENT:** Fire/Emergency Communications

### **NATURE OF WORK:**

Performs technical work in the operation of the Fire Department Warehouse and provides oversight of radio communications equipment for James City County. Involves specialized work in the location, procurement, and controlled stock age of a variety of materials, equipment, and professional services. Requires considerable independent judgment while being accountable to assure the efficiency of the County communications system and Fire Department operations.

Performs highly skilled technical work in the repair and maintenance of the County's communications and electronics systems. Provides preventive and corrective maintenance on various equipment, including data terminals, fire alarm systems, intercoms, computer line hook-ups, light bars, and sirens. Maintains inventory and records on all radio communication equipment owned by James City County. Diagnoses equipment problems through the application of various test equipment and tools. Work is performed under the general supervision of the Fire Chief.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Performs preventive and corrective maintenance both on-site and in the shop on various types of electronic equipment which includes mobile and fixed station radios, control consoles, tone control receivers, portable radios, paging receivers, electronic sirens, P.A. systems, intercom systems, telephone systems, and alarm systems; ensures that equipment is maintained according to manufacturer's specifications.

Removes for maintenance one to several mobile radios in vehicles.

Establishes a schedule and performs preventive maintenance on electronic equipment.

Maintains records of serial number, model number, purchase date, department for accountability for insurance or other purposes.

Maintains adequate parts in inventory for related electronics equipment.

Tests transmission and telephone lines for loss using line loss test equipment.

Writes specifications for contractors/sub-contractors.

Maintains up-to-date library of technical material and manuals.

Maintain software for various programs used for troubleshooting, adjusting various parameters and changing frequencies.

Prepares bid specification packages.

Provides technical assistance to staff as necessary.

Coordinates approval of all purchased equipment and disposal of outdated equipment.

Coordinates and submits permits for the erection of radio towers through the FAA and Code Compliance.

Manages the daily operation of the Fire Department and County Radio Warehouse.

Establishes, implements, and maintains inventory and inventory control using automated systems; establishes reorder points, records of demands, requisition procedures, and determines optimal levels of stockage.

Obtains confirming, emergency and other purchase orders and is responsible for understanding established buying limitations, James City County purchasing guidelines and direction of Fire and Police department heads.

Issues and receives stocked items and direct purchase items; maintains stock levels by item usage histories analysis as well as stock items to be carried; selects brands or distinctive features of items which have proven satisfactory.

Reviews and recommends initiation of new and continuation/cancellation of existing contracts; controls and makes direct purchases through a blanket purchase order system; writes requisitions for materials not covered under position's purchase authority.

Establishes, implements, and maintains standard operating procedures for the warehouse; determines the best arrangement of stock in warehouse in order to maximize safety, accessibility and space; establishes inventory rotation plan utilizing item's shelf life.

Establishes and maintains an effective storage system with the ability to locate and issue stock as required; maintains security of materials and warehouse inventory; stocks materials and supplies in proper location in the warehouse.

Inspects inventory periodically for proper condition of stock on established schedules; determines reason for any overages, shortages, or misplaced items.

Provides assistance, guidance, and training to user departments regarding the joint radio system, procedures, practices, FCC Regulations and regulations which effect usage of their equipment.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are primarily performed in the Electronics Shop and other County offices and job sites. Operates computer, telephone, and other general office machines. Drives County vehicle. Operates radios, diagnostic and other repair equipment and tools. Climbs to roof level, bus tops, and antenna towers for access to telecommunication equipment.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the operation and use of various testing equipment and tools.

Considerable knowledge of the County's communications and telemetry systems.

Ability to use various test equipment to ascertain the course of the problem.

Ability to establish and maintain a preventive maintenance schedule.

Ability to maintain confidentiality of information.

Ability to establish and maintain effective working relationships with others.

Ability to use hand tools.

Ability to work with computer programs and understand the results.

**MINIMUM QUALIFICATIONS:**

Associate's Degree in electronics preferred; six years of experience in the repair, maintenance, and installation of communications and electronic equipment; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County criteria.

Must possess an FCC or Certified Radio Technician's certificate.

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Electronics Warehouse Specialist Position Number: 212  
Department: Fire Division: Emergency Communications

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- ☒ Answer telephone, radio or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☐ Communicating with other \_\_\_\_\_
- ☐ Not essential to job functions

## 2. Hearing/Listening:

- ☒ Ability to distinguish between different tones
- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function.

## 3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided  
by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard    | <input checked="" type="checkbox"/> Use postage machine                    |
| <input checked="" type="checkbox"/> Use radio/console  | <input checked="" type="checkbox"/> Use hand tools                         |
| <input checked="" type="checkbox"/> Use a calculator   | <input checked="" type="checkbox"/> Use power tools                        |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Assist with radio installation and removal, including small electronic parts.

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## VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>									
<b>Push/Pull</b>									
<b>Hold/Carry</b>									

Manipulation done from: ☒ ground to waist    ☒ waist level    ☒ waist to shoulder    ☒ above shoulder  
(Check all that apply)

Not essential to job function: ☐ Lift    ☐ Push/Pull    ☐ Hold/Carry    (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

### Ladders

- ☒ Step stool  
☒ 8' to 10' step ladder  
☒ Extension ladder  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Stairways

- ☐ 1 flight  
☐ 2 flights  
☒ 3 or more flights  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

### Steps

- ☐ 1-2  
☐ 2-3  
☒ 3-4  
☐ Other \_\_\_\_\_  
☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>									
<b>Sit</b>									
<b>Walk</b>									
<b>Run</b>									

If walking or running, over what type of terrain? ☐ flat    ☐ rough    ☒ both

Not essential to job function: ☐ Stand    ☐ Sit    ☐ Walk    ☐ Run    (Check all that apply)

#### 4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

##### Daily Amounts

- ☐ 0-5x      ☒ 5-20x      ☐ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

##### Daily Amounts

- ☐ 0-5x      ☐ 5-20x      ☒ 20-50x      ☐ 50+x  
☐ Other \_\_\_\_\_ ☐ Not essential to job function

#### 6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☐ Peripheral vision  
☒ Night vision  
☒ Focus (distinctness or clarity)  
☒ Color perception (discriminate between colors)  
☐ Depth perception (determine distance relationship between objects)

#### **VII. *Driving:*** The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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